

CY 74

20 Jan 1975

Mr. William L. Brown
Executive Director
Intergovernmental Classification Review Committee
Seventh Street and Pennsylvania Avenue, N.W.
Washington, D.C. 20403

Dear Mr. Brown:

In response to your memorandum of 20 January 1975, I am forwarding summaries of CIA accomplishments during CY 1974 in the areas of declassification projects, orientation and training programs, and in maintaining a Data Index. If clarification or additional information is needed for inclusion in the ICRC's annual progress report, please contact [REDACTED]

[REDACTED] of my staff. He can be reached on 351-5659.

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[REDACTED] Sincerely,

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[REDACTED]
Freedom of Information Coordinator

Attachment

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IRS/C [REDACTED] 1b/19 Feb 75

Distribution:

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1 - AC/DDA

ICRC ANNUAL PROGRESS REPORT
Calendar Year 1974

CIA Contribution

Declassification Projects

The Central Intelligence Agency's OSS review team completed the review of RG 226 (OSS) during 1974 and commenced the 30-year review of OSS records in the custody of the Agency. In addition, in October 1974 the team began visiting the Washington National Records Center (WNRC) on a one-day/week basis to review records stored there which require a review by the Agency prior to declassification.

Headquarters components completed the declassification review of OSS motion picture films and the collections of World War II maps in Agency custody. The Information Review Staff continued its participation in the review of classified holdings of the Franklin D. Roosevelt Library, and, beginning in October 1974, sent a two-man team to the National Archives on a one-day/week basis to review documents of CIA interest from record groups other than RG 226.

Only a small percentage (five percent or less) of the documents reviewed was found to require continued classification, and many of these can be released with minimal sanitization. Thirty-two of the 232 motion picture films reviewed could not be declassified. With regard to the large number of maps reviewed (approximately 11,250), none required continued protection.

A breakdown of the work completed during CY 1974 follows (totals include all records reviewed, but the bulk of them consisted of records originated by CIA's predecessor organizations -- COI and OSS):

1. RG 226 (OSS)

- a. Documents - 142 linear feet (est. 355,000 pp.) reviewed.
- b. Index cards - 71.2 linear feet (est. 128,500 cards) reviewed
(Based on results of this review and the review of 27.8 linear feet in 1973, entire card index amounting to 578 linear feet [est. 1,040,400 cards] was released.)
- c. Maps - Est. 800 maps reviewed, plus est. 800 pp. of associated documents.

2. Documents From NARS Record Groups Other Than RG 226 (OSS)

- a. Reviewed at CIA Headquarters - 15,422 pp.
- b. Reviewed at NARS - 6,750 pp.
- c. Reviewed at WNRC - 21,947 pp.

3. Documents From Presidential Libraries

a. Franklin D. Roosevelt Library - 1,872 pp. - 95% declassified

4. World War II Maps In CIA Custody

a. OSS Cartographic Unit (Series 1 thru 8,322) - Est. 7,500 maps reviewed.

b. Cartographic Section, Department of State (Series 600E thru 2,134) - Est. 1,000 maps reviewed.

c. Federal Economic Administration and its predecessor organizations, the Office of Economic Warfare and the Board of Economic Warfare (Series 1 thru 2,810) - Est. 1,950 maps reviewed. (These maps were produced by the OSS.)

All

Reviewed

5. Other World War II Records In CIA Custody

a. OSS operational records - 46.3 linear feet (est. 115,750 pp.) reviewed.

b. OSS motion picture films - 232 films reviewed. - 100% declassified

Orientation and Training Programs

The program of briefing employees at time of entry on duty regarding the standards and procedures established by Executive Order 11652 was continued during CY 1974. In addition, material on the criteria for applying the various levels of national security classification and other information related to compliance with the Executive order were included in the required readings which are periodically circulated throughout the Agency.

A lecture on the criteria and mechanisms of security classification and declassification was added to one of the basic Agency training courses, "Intelligence in World Affairs." This course is taken by all Agency professional employees during their first year of service. Selected nonprofessional personnel are enrolled also. Executive Order 11652 and programs established by the Agency to ensure implementation continued to be covered in another course, "Trends and Highlights."

A seminar on classification/declassification was held in conjunction with the Agency's annual records management conference. It was well attended (80 participants), and consideration is being given to having such a presentation at each future conference.

Beginning in late-November 1974, a series of briefings on the amendments to the Freedom of Information Act was presented to top management within the Agency. In all, 14 such briefings were given (10 of them in CY 1974) to a total of 350-400 officials. The briefings covered Executive Order 11652 in addition to the Freedom of Information Act.

Data Index System

The CIA data index system became operational on 1 October 1972. An in-house, computer-based document storage and retrieval system in existence since 1968 was modified to serve also as the CIA data index. CIA finished intelligence reports are controlled in the system. Efforts on the data index in CY 1974 consisted chiefly of maintaining the system and of refining the procedures for obtaining the necessary documentation from the producing offices in the Agency.

The data index has been useful in preparing the quarterly and annual reports to the ICRC on classification actions. The index also was useful in answering a special inquiry from a congressional sub-committee regarding the utilization of the various Executive Order 11652 exemption categories.

We continue to feel that three data index elements required by the 17 May 1972 NSC directive are not useful for our purposes: (a) the identity of the classifier is not needed because in CIA the classifier is always the head of the office producing the document; (b) the addressees are not useful because we have no way of controlling dissemination of our reports after we make the original distribution; and (c) the file designation is not useful because copies of all CIA finished intelligence reports are kept both in the document library and in the Agency Archives.